Administration and Resource Management Division (AR)

"Proudly serving Headquarters Marine Corps since 1944."

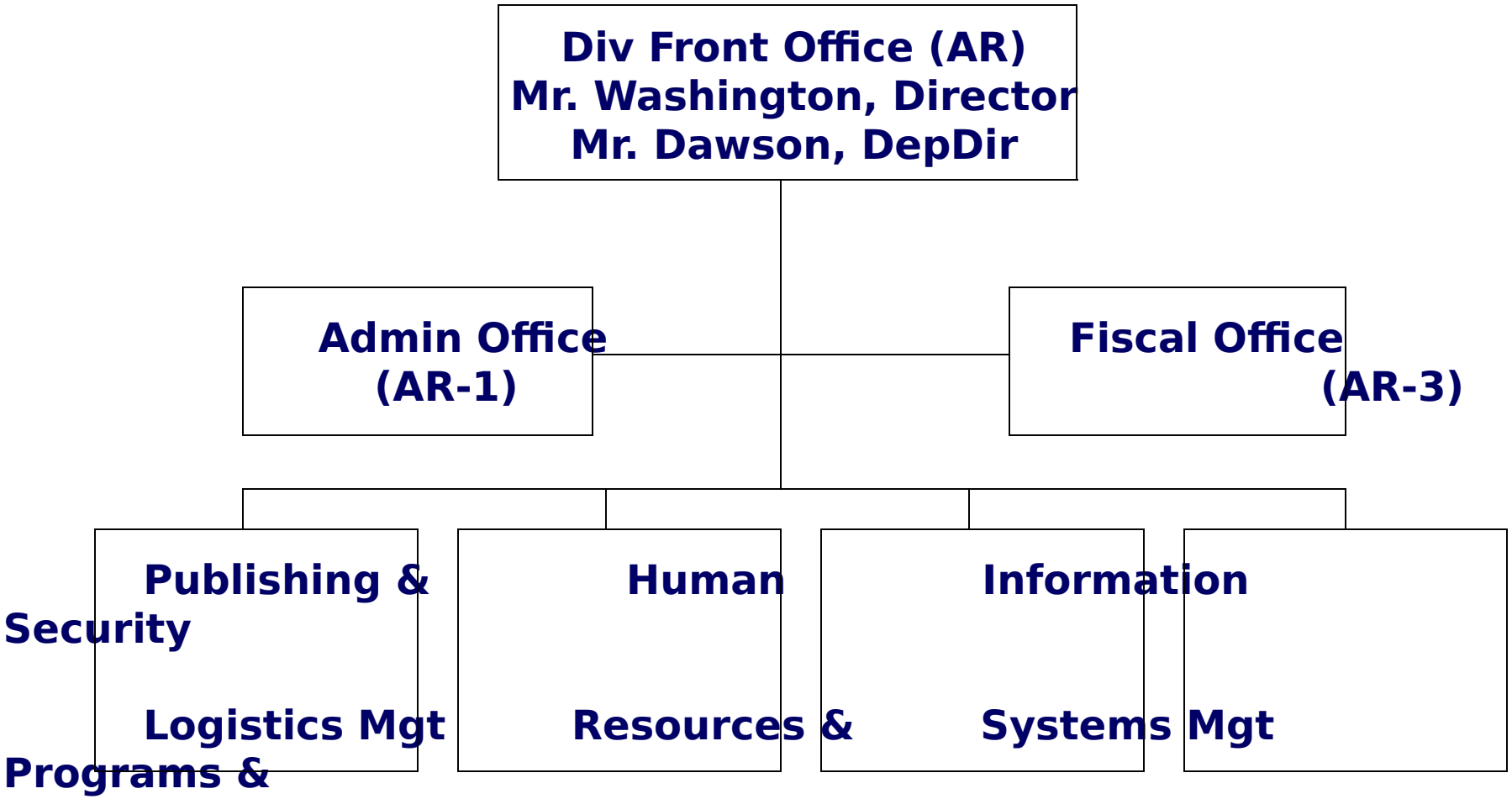
Mr. Tom Dawson

Administration and Resource Management Division (AR)

AR Division supports the Commandant of the Marine Corps, Marine Corps activities within the National Capital Region and Marine Corps commands worldwide by providing the following to help our customers support the warfighter:

- Responsive support services
- Sound policies
- Timely guidance
- Expert program management

ARDiv Organizational Chart



Admin Office/Special Projects (AR-1)

- CMC Theatre/Conference Room Reservations
- Directory Assistance (703.614.1837/3359)
- Fund Drives
- Table of Organization (T/O) & Manpower Authorizations Management

FISCAL SECTION (AR-3)

Fund/pay the following:

- Rents
- Travel
- Organizational Development Program
- Security Programs
- Information Systems Services
- Printing & Publishing
- Defense Travel System (DTS)

Publishing & Logistics Management Branch (ARD)

MISSION

To provide Publishing, Facilities, Non-IT Equipment and Pentagon Renovation support to HQMC; and plan, direct, and coordinate the Marine Corps-wide Records, Reports, Directives, Forms, and Printing Management Programs.

Publishing & Logistics Management Branch (ARD)

Dick DeVaughan (GS-15)
Walt Cone (GS-14)

ARD (Front Office)

PenRen Admin Exec Transport

Records, Reports, & Directives Mgt. (ARDB)

Facilities Mgt. (ARDD)

Publishing & Logistics Systems Mgt. (ARDE)

Linda Goodwin (GS-13) Joe Dobash (GS-13) Curtis Bricker (GS-14)

1 officer
4 enlisted
29 civilians
1 contractor
35 personnel
(5 civilian vacancies)
(1 enlisted vacancies)

Records, Reports, & Directives (ARDB)

- Management of 3 Marine Corps-wide programs…Records, Reports, & Directives
- Represent & provide Marine Corps' position on programs
- Program inspections
- Control, record, staff, & respond to draft issuances
- Operate & maintain HQMC Central Files

Facilities Management (ARDD)

- Manages an $18M budget
- HQMC space management
- Renovations & relocations
- Process Electronic Requisition System (ERS) requests

Publishing, & Logistics Systems (ARDE)

- Manages a $3.7M budget
- Management of 2 Marine Corps-wide programs…Printing (plus Non-IT) & Forms
- Marine Corps publications web site
- Marine Corps Seal/Emblem approval
- Logistics management systems
- Program inspections

Pentagon Renovation

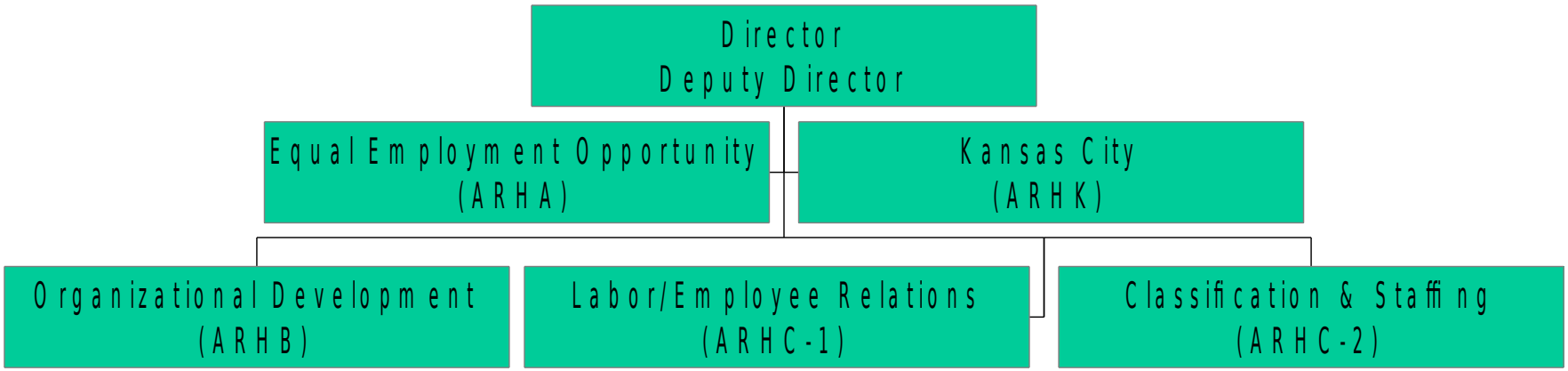
- Complete renovation… “slab to slab.”
- Construction of the 1st Wedge began 1998; & first tenants occupied Wedge 1 in 2001
- Entire Pentagon to be complete in 2010/11
- ARDiv (ARD) oversees all aspects of the PenRen renovation project as it pertains to HQMC (design, renovation, occupancy, etc.) …”a one person show.”

HUMAN RESOURCES AND ORGANIZATIONAL MANAGEMENT BRANCH (ARH)

FUNCTIONS INCLUDE:

- POSITON MANAGEMENT
- POSITION CLASSIFICATION
- RECRUITMENT/SPECIAL RECRUITMENT
- LABOR RELATIONS
- EMPLOYEE RELATIONS
- ORGANIZATIONAL DEVELOPMENT
- EEO

Human Resources & Organizational Management Branch (ARH)



RECRUITMENT AND COMPENSATION

CLASSIFICATION/POSITION MANAGEMENT

- Advise management on proper title, series and grade of positions as compared to OPM published guidance
- Advise and work with management in the design of new positions, organization, mission and new or changed priorities
- Respond to initiatives to downsize or to meet challenges with increased workload

RECRUITMENT AND COMPENSATION Cont.

RECRUITMENT

- Analyses of short and long range workforce trends to assist in manpower planning
- Advise managers and employees regarding merit principles, staffing alternatives, and related regulations and policies
- Develop valid job related crediting plans/skills
- Handles merit promotion grievances under the administrative grievance procedure

LABOR AND EMPLOYEE RELATIONS

- Provide consultation to employees, supervisors and managers on Adverse Actions & Discipline
- Counsel employees and supervisors on their rights, options and responsibilities regarding Grievances & Performance Issues
- Manages Performance Appraisal System (PARS)
- Manages quality employer programs
  - Alternative Work Schedules
  - Flexitime/Flexiplace Programs

LABOR AND EMPLOYEE RELATIONS Cont.

- Manages Rewards System
- Ensures that all employee's benefits are correct and they are counseled to make informed decisions about their careers, benefits and retirements
- Administer the life and health insurance programs, thrift savings and all retirement programs
- Manages Federal Employees Compensation Act (FECA) Program
- Manages Leave Administration Program

ORGANIZATIONAL DEVELOPMENT

- Provides computer-assisted decision-making support
- Plans and facilitates group collaboration during Marine Corps wide conferences, symposiums, working groups, etc.
- Workforce Planning and Development

  - Organizational workforce planning to include strategic planning and aligning the workforce to accomplish the mission and goals

EQUAL EMPLOYMENT OPPORTUNITY

- Creates solutions to resolve systemic problems
- Provides technical advice to organizations concerning resolution of EEO complaints
- Develops, administers and evaluates equal employment opportunity programs, policies and procedures
- Plans, develops and implements training policies, programs, standards, systems and procedures

Training

www.hqmc.usmc.mil - HR/Org Dev/EEO

- **Handling People with Skill and Tact**
- **Employee Counseling Techniques**
- **Organizing & Managing the Office**
- **Mentoring Managers**
- **Speed Reading**
- **Resume Writing (RESUMIX)**
- **Conducting High Performance Meetings**
- **Basic Classification for Supervisors**
- **EEO Update for Supervising**
- **Military Supervising Civilians**
- **Civilians Supervising Military**

Training Cont

- Communication Skills
- Professionally Speaking
- Who Moved My Cheese?
- Project Management
- Negotiating Skills
- Management Competencies
- Navy Correspondence
- Critical Human Resource Management Skills
- Resolving Conflict
- Innovation and Creativity

Training Cont

Free Computer Classes

- Monthly Training Schedule via HQMC All Users
- Rm 1232 Navy Annex/Classroom 545D Marsh Bldg
- Call (703) 614-2109 ext. 187 or email smithka.ctr@hqmc.usmc.mil
- All levels of MS Office; Word, Excel, Access, PowerPoint, Frontpage, Outlook…
- MCATS and ISC Training

Information Systems Management Branch (ARI)

MISSION

To provide robust data network, information system, naval messaging, and voice communications support to all HQMC and M&RA personnel in direct support of their operational requirements.

Information Systems Management Branch (ARI)

Allan Katzberg (GS14)
Major Steve Crow

ARI (Front Office)

(ARIA) BUDGET & SECURITY

(ARIB) OPERATIONS

(ARIC) CONFIG MGT

(ARID) APPLICATIONS DEVELOPMENT

(ARIE) COMM CNTR (LCC)

Stewart Benson (GS13)

Flor Asesor (GS13)

Lester Harris (GS13)

Captain Richards

M&RA

PENTAGON

VOICE

Mark Parson (GS13) Kevin Wiggins (GS12) Chris Hoffman (GS12)

4 Officers
35 Enlisted
16 Civilians
5 Contractors

ARI CUSTOMER BASE

- 3000 direct support users
  - 30 General Officers / 14 SES personnel.
  - NIPRNET (unclass)
  - SIPRNET (class)
- Locations include Pentagon, Navy Annex, M&RA, Navy Yard, Henderson Hall, General's Row, and "the site"
- CommCntr – World-Wide support

ARI FUNCTIONS

- Network Operations
- Network/Data Security
- Capabilities Enhancements
- Applications Development
- Represent HQMC in Joint Network Governance and Policy Development Boards

- **Phone, Pager, and BlackBerry Suppor**
- **Procurements**
- **Problem Resolutio**
- **Naval Messaging**
- **User Training**
- **COOP**
- **Office Relocations**

SECURITY PROGRAMS & INFO MANAGEMENT BRANCH (ARS)

MISSION

- Provides Information, Personnel, Physical and Communications Security services, in support of HQMC Staff Agencies
- Provide Information and Personnel Security Policy for the Marine Corps
- Security related training for all personnel, military and civilians at HQMC
- Responsible for FOIA/PA and Official Passport/Visa requests USMC-wide

SECURITY PROGRAMS AND INFORMATION MANAGEMENT BRANCH (ARS)

2 - Officers
4 - SNCO’s
5- Enlisted
11 Civilians

SECURITY PROGRAMS & INFO MANAGEMENT BRANCH (ARS)

- Controls, coordinates, and/or processes all FOIA/PA requests directed to HQMC
- Provides passport/visa support to all Marine Corps activities world-wide
- Grant access/interim security clearances to HQBN and HQMC personnel
- Parking Management and Access

SECURITY PROGRAMS & INFO MANAGEMENT BRANCH (ARS) Cont.

- Foreign travel, Anti-terrorism & annual security training and briefs
- COMSEC/STU-III/STE support for HQMC
- Augment IG inspection teams for personnel security compliance
- Physical Security Accreditations

QUESTIONS?